



1248-2018 ADDENDUM 1

REQUEST FOR PROPOAL FOR SUBSCRIPTION TO ONLINE ENGAGEMENT PLATFORM

URGENT

**PLEASE FORWARD THIS DOCUMENT TO
WHOEVER IS IN POSSESSION OF THE
REQUEST FOR PROPOSAL**

ISSUED: May 28, 2019
BY: Morgan Vespa
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**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE REQUEST FOR PROPOSAL AND
SHALL FORM A PART OF THE CONTRACT
DOCUMENTS**

Template Version: Ar20160708

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 9 of Form A: Proposal may render your Proposal non-responsive.

PART A – PROPOSAL SUBMISSION

Replace: 1248-2018 Form N with 1248-2018 Addendum 1 – Form N (R1). The following is a summary of changes incorporated in the replacement Proposal Submission:

Form N (R1): Mandatory Requirements: Delete 9-1. Move content to Non – Mandatory Requirements 24-1.

PART B – BIDDING PROCEDURES

Revise: B2.1 to read:

B2.1 The Submission Deadline is 12:00 noon Winnipeg time, June 11, 2019.

QUESTIONS AND ANSWERS

Q1: Is there a viable chance we could win an RFP where there are mandatory requirements where we might need to say “No”?

A1: Generally, a bid cannot proceed if a proponent responds to a mandatory requirement with a no.

Q2: Why are desired features of different types of products interspersed?

A2: The City of Winnipeg is looking for a tool that will best address a variety of public engagement needs across all city departments. As such, all required elements have been listed.

Q3: Why is the relative weighting of requirements not transparent?

A3: Evaluation of the proposal is outlined in section B24.

Q4: With respect to “Non-Mandatory Requirements” we’d like to understand the weighting system for these Requirements.

A4: The City will not disclose this information.

Q5: On Form N is Respondent Registration going to be weighted 10 times more than 13-6?

A5: The City will not disclose the weighting system for these Requirements.

Q6: Recognizing the City appears to have listed requirements for 2 very different types of online engagement products, that in our opinion complement each other more than complete, does this RFP allow for the City to acquire 2 offerings?

A6: The City is seeking to supplement its use of Survey Monkey and will acquire just one offering through the discussed RFP.

Q7: While I'm based in Canada and will be leading this response, some of my extended team is in the US. This weekend is their Memorial Day Weekend. Would the City consider offering a one week extension on the proposal deadline?

A7: See Addendum 1.

Q8: Section D2.8, the City States "In total, the pilot was responsible for 14 online surveys (nine in English and five in French) over seven different projects with a total of 13,887 survey participants. Can you clarify the amount of survey responses that the City of Winnipeg received from the 13,887 participants? For example: A) Was it 13,887 participants with 13,887 responses across 14 surveys? or B) Was it 13,887 participants with (eg 100,000 or higher) responses across 14 surveys?

A8: There were 13,887 responses across 14 surveys during the pilot.

Q9: Will the City disqualify a respondent if their model did not meet a small subset of of the mandatories exactly? For example, would the City disqualify a respondent if they had a license model which had a limit on responses?

A9: If a mandatory requirement is not met, the proponent will be non-compliant with the requirements of the project.

Q10: Under B16 it states:

B16. DISCLOSURE

1. B16.1 If City staff or Consultants have discussed or obtained information/services from Persons, the name of that Person (company name preferred) and what information was discussed or obtained must be disclosed below. . If you haven't discussed with any Persons, state N/A.
2. B16.2 Various Persons provided information or services with respect to this Work. In the City's opinion, this relationship or association does not create a conflict of interest because of this full disclosure. Where applicable, additional material available as a result of contact with these Persons is listed below.
3. B16.3 The Persons are:
 - (a) MetroQuest
 - (b) Bang the Table

I do not see any reference to what was "discussed or obtained from these Persons". Can you please disclose details or elaborate?

A10: No special information was discussed or obtained from these Persons.